

2018 SNAP-Nutrition Education RFA

Questions and Answers

1. Will the RFA application due date be moved out to the following Monday, March 19th because March 17th is a Saturday?
Yes. A revised RFA has been posted with the correct due date.
2. Are the two-links different? I'm concerned we need to do something with both since you included them, but the documents look the same.
The links are the same. It is the requirement of DHHS Contracts Office to post on both sites.
3. The Notice of Award is May 22nd, which is different from before. So, we can expect to know if we are awarded FY 2019 funds and the amount in May?
May 22nd award is for the contract only from the State. USDA still must approve.
4. Are there any differences in what documents and information you need this year vs. last year aside from the letter of intent?
All required documents are listed in the RFA. Please refer to items listed in Section 12.0 and Appendix B. Only documents provided in the RFA should be used.
5. What is the range of funding that can/will be provided to each applicant?
North Carolina (NC) does not cap the funding amount for Implementing Agencies (IA's). However, the State **may cap SNAP-Ed funding for IA's based on the number of approved applications by the review committee. The final decision on funding entities rests with United States Department of Agriculture (USDA). The RFA has been updated to include North Carolina's anticipated award amount for Federal Fiscal Year 18-19.**
6. What is the identifying number of the RFA? This is a required component of the letter of intent; however, the only identifying numbers in the RFA are the FAIN and CFDA.
RFA # 9001-21. A revised RFA has been posted to include the RFA #.
7. Will any webinars or informational sessions be provided?
Yes.
8. Are indirect costs capped at 26% or can we request our full, federally negotiated rate for "Other Sponsored Activities" which is a bit higher than 26%?
Indirect costs are capped at 26%.
9. How many people from our IA can we send to ASNNA and the regional meeting? And how many people can we send to other conferences, such as the American Public Health Association Conference?
Only 4 per state for out-of-state conferences including the State person. I have a meeting with the IAs to determine who goes to what conferences. If an agency attended last year or the current year, they may not be able to attend the upcoming year.

USDA requirements below:

Travel to Conferences

For attendance at National level or out-of-State conferences, the request should be limited to no more than four staff persons per State. **When travel to a national conference is similar in cost to local travel due to locality, States may submit a request to their respective Regional Office for consideration of limited attendance beyond four staff.**

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10. When is this meeting?

After all applications have been submitted, reviewed by the review committee and contracts awarded. A meeting will be held with contractors that are awarded a contract from the 2018 SNAP-Ed RFA. I cannot give a definite date at this time.

11. Is it possible to view the current NC State SNAP Plan? **NC plan follows the SNAP-Ed Guidance referenced in the RFA. You may find additional information at the following: <https://snaped.fns.usda.gov/state-contacts>.**
12. Is there a maximum amount that an organization can apply for? **North Carolina (NC) does not cap the funding amount for Implementing Agencies (IA's). However, the State may cap SNAP-Ed funding for IA's based on the number of approved applications by the review committee. The final decision on funding entities rests with United States Department of Agriculture (USDA).**
13. Does each SNAP Ed Implementing Agency have to meet all of the goals and objectives? **No** Is there a specific number of goals and objectives that we need to meet? **No** Are some of the goals and objectives higher priorities than other? **No. Goals and objectives are based on project specifics.**
14. Is it necessary to be included in the SNAP Ed Toolkit in order to be a SNAP Ed Implementing Agency in NC? **The Toolkit is a reference of evidence based projects/programs.**
15. Does an organization have to be based in NC in order to be a SNAP Ed Implementing Agency in NC? **Yes** Can a national organization with 10 years of a presence in NC apply? **Each IA must work directly with the target audience and be accessible for monitoring purposes.**
16. For clarification, does our headquarters have to be located in NC? Alliance is a national organization. We currently have a staff member in NC (and have for the past 10 years) and are licensed to operate as a business in NC. Our NC Program Manager, Shauvon Simmons Wright, works from a home office. We have completed everything that is indicated in the RFA regarding the NC financial systems.
No, per USDA this is permissible.
17. In the RFA it states to include "counties to be served". Does this mean the name of the county or the number of counties?
The name of the counties.
18. Do Universities need all the documents in the "Links to Additional Documents Required for Non-Profits"? **No, only complete "Other Documents Required for All Applicants".**
19. On page 6 of the RFA it states that applicants must have successfully demonstrated experience in assisting with the education of SNAP eligibles and shall incorporate at least two of the following approaches, one of them being: "Develop innovative or improved benefit redemption systems that could be replicated or scaled." Is this supposed to be for SNAP-Education? **Yes, per SNAP-Ed Guidance.**
20. On page 7 of the RFA under Section 3.0, it states, "Awards will be based on the number of applications and funding availability received and approved by the review committee." Who comprises this committee, such as how many agencies or total number of reviewers. Can you provide greater detail into the review process? **NC DSS contracts office will determine the number of members and who will serve on the committee. Please refer to Section 13.0.**
21. For current SNAP-Ed implementing agencies, if we make changes to job descriptions or titles or costs for particular tasks or items, are we required to justify these changes or modifications

- relevant to past contracts or does this new RFA stand-alone, taken as is? **Current Agencies must justify changes or modification relevant to past contracts.**
22. Are we allowed to hire sub-contractors for SNAP-Ed, if so, is there a standard process or template that we are required to complete? **Yes, sub-contractors (non-agency payroll personnel) are allowed. Agencies must use your standard contracting form/Agreement/MOU/MOA and submit a copy to DHHS/DSS.**
23. We still need some help clarifying the 1 year vs. 3 year grant. As we understand it, we complete the application forms for a one year period but also do some visioning for our program for the next three years.
- a. Is that understanding correct? **No** If not, will you please explain the correct scenario? **The purpose of the RFA is to determine Implementing Agencies (IAs) for the next three years. Contracts will be awarded for the initial year contingent upon USDA approval. Contracts will be renewed annually via the NC DHHS contract process for the additional two years.**
 - b. If that is correct, where do we include our visions for years two and three. It does not appear that there is a clearly designated section for that. If we need more than a vision, do we need to write goals and objectives with numbers for the three years? Do we need to write programming and partners for the three years? **N/A No information needed for years two and three.**
24. We assume that the state level goals and objectives section at the start of Template 2 are the ones that relate most closely to all of the projects that our program will carry out in FFY 19 rather than all of the goals and objectives. Are we correct about that? If not, please correct our understanding. **Yes, that is correct.**
25. Is a social marketing campaign required this year, or may we just skip that section if we have no plans for that?
If you will not be doing a social marketing campaign, then you should delete that section.
26. On Template 2, under Description of Projects/Interventions, are the “Related State Objectives” to be the same as the “State-Level Objectives” listed under State Agency Goals/Objectives? **Yes, Related State Objectives should be the ones that relate to your project.**
27. In the Scope of Work, under Performance Requirements, should a brief project description be included along with the information from Template 2 listed under Contractor Objectives, Audience and Key Performance Indicators or do you only want objectives, audience and key performance indicators?
The project description should be reflected under Contractor Objectives in Template 2.
28. In the Performance Measure Chart, do the outcomes listed need to be from the list of North Carolina Objectives/Outcomes? The instructions do not specify, but in previous years that was the case. Because the instructions in the RFA state that project-specific Key Performance Indicators included in Template 2 must match the Performance Measure Chart, we feel it would be more accurate to list outcome measures that can be specifically measured within the context of the project. For instance, “Percentage of participants who improve dietary habits and increase physical activity” does not make it clear if participants improve dietary habits, increase PA OR do both.
Implementing Agencies Outputs and Outcomes are project specific. This is a change from previous year.

29. Are we required to use or reference the SERO Evaluation Framework indicators anywhere in our proposal (as Key Performance Indicators, Evaluation Plan, etc)?
Yes, as indicated under the 'Evaluation Plan' section of Template 2.
30. Where do the MOA S go in the RFA?
We do not see them listed on Appendix B
MOAs, MOUs, Agreements and sub-contracts should follow the Lease Agreement.
31. Do we need Letters of Support in addition to MOA s? If so, are they for collaborating and partner organizations?
If agencies wish to add Letters of Support that is fine.
32. The webinar stated that Indirect Education consisted of bulletin boards, public announcements, etc. Is this correct?
Indirect Education for SNAP-Ed purposes is defined as the distribution or display of information and resources, including any mass communications, public events (such as health fairs), and materials distribution, which involve no participant interaction with an instructor or multimedia. Distribution of educational materials alone does not constitute an evidence-based intervention. Indirect education activities, or distribution of educational materials through indirect intervention channels, needs to take place within an evidence-based intervention.
33. The participants and other numbers are for 1 year only, FY 2019....NOT 3 years 2019 -2021. Is this correct? **Yes. This contract is for the period of October 1, 2018 – September 30, 2019.**
34. On page 17 under Appendix A, it has the list of the organization typed and we are told to "Select the appropriate terms and conditions for the Contractor organization and attach to the application as indicated in Section 12: Application Content and Instructions. These terms are a part of the award document for selected applications." Then from pages 18-40, it has several versions of the terms and conditions. How do we know which applies to Local Governments?
The Terms and Conditions are listed in order according to Appendix A on page 17. The first Terms and Conditions beginning on page 18 is Health Care Providers. The title for each organization can be found on the bottom of the first page of each Terms and Conditions.
35. I'm still struggling with formatting Template 2. The first two text boxes format ok – you can hit return and they go to the next line and you can use bullets. The rest do not format this way. I need to space over to go to the next line and it doesn't skip lines or create tabs for paragraphs. I can remove the formatting boxes in the template and then it works, but I know you don't want us to do that. I am happy to just use spaces to get to the next line, but wanted to see if that's what you want us to do because it does make it difficult to read. I'm happy to send you some text in the document so you can see what I mean – if you want I can write in things that aren't a real response to the grant so I won't show you what our grant application says prior to submission.
The instructions on Template 2 included in the 2018 SNAP Nutrition Education RFA 9001-21 Revised 2-16-2018 states to remove the box prior to typing.,
36. The default font is Arial 12 and we seem to remember you saying times new roman. Is writing in Arial 12 ok? **Yes, use Arial 12. Times New Roman should not be used.**

IMPORTANT NOTICE

Template 2 and the Scope of Work documents have been modified. Please use documents from 2018 SNAP Nutrition Education RFA_Revised 2-16-18.